



BOARD OF PRISON TERMS
1515 K Street, Suite 600
Sacramento, CA 95814

~~EMPLOYMENT WEEKLY~~

Job Announcements 2005

This publication is produced by the CYA Central Office/Classifications & Personnel Services

February 25, 2005

The Board of Prison Terms is an equal opportunity employer. Equal opportunity is afforded to all applicants regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. Selection standards and criteria are available upon request.

Positions may be filled using the Limited Examination Appointment Program (LEAP) process for the disabled.

CORRECTIONAL COUNSELOR I

Board of Prison Terms/Region 3 (Los Angeles): Permanent, full time, in-grade, lateral transfer, list, or reinstatement. Lateral transfers will be considered from candidates currently at the CCI, or equivalent peace officer classification. Under the supervision of the Correctional Counselor II Supervisor, the Correctional Counselor I is responsible for providing hearing security and the coordination of parole revocation proceedings that occur at Decentralized Revocation Units (DRUs) as well as county jails and other facilities where Board of Prison Terms does not have contracts with local authorities to provide peace officer hearing security. Incumbents must be willing to incur some overnight travel to meet the needs of the Board of Prison Terms. Incumbents are required to meet and maintain all requirements mandated by the California Commission on Peace Officers' Standards and Training. Desirable qualifications: Flexible and independent worker, strong working knowledge of the revocation process and due process rights. Well developed oral and written communication skills and strong interpersonal skills. Strong ability to cultivate effective working relationships with others. Good computer skills. Sensitivity to persons with disabilities. Ability and willingness to travel overnight. **All applications must indicate civil service classification, not working titles. All CDC applicants must have completed 24 months of service in the apprenticeship program. Must be PC 832 & PC832 Firearms certified.** Top candidates may be interviewed. Submit app. and résumé to Thomas Wadkins, Board of Prison Terms, 320 W. 4th Street, Ste 100, Los Angeles, CA 90013, (213) 576-6554, Until Filled.

CORRECTIONAL COUNSELOR I

Board of Prison Terms/Region I (Position located in Fresno, Tulare, Kings, and Kern Counties): Permanent, full time, in-grade, lateral transfer, list, or reinstatement. Lateral transfers will be considered from candidates currently at the CCI, or equivalent peace officer classification. Under the supervision of the Correctional Counselor II Supervisor, the Correctional Counselor I is responsible for providing hearing security and the coordination of parole revocation proceedings that occur at Decentralized Revocation Units (DRUs) as well as county jails and other facilities where Board of Prison Terms does not have contracts with local authorities to provide peace officer hearing security. Incumbents must be willing to incur some overnight travel to meet the needs of the Board of Prison Terms. Incumbents are required to meet and maintain all requirements mandated by the California Commission on Peace Officers' Standards and Training. Desirable qualifications: Flexible and independent worker, strong working knowledge of the revocation process and due process rights. Well developed oral and written communication skills and strong interpersonal skills. Strong ability to cultivate effective working relationships with others. Good computer skills. Sensitivity to persons with disabilities. Ability and willingness to travel overnight. **All applications must indicate civil service classification, not working titles. All CDC applicants must have completed 24 months of service in the apprenticeship program. Must be PC 832 & PC 832 Firearms certified.** Top candidates may be interviewed. Submit app. and résumé to Larry Eisner, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95834, (916) 715-1027, Until Filled.

CORRECTIONAL COUNSELOR I

Board of Prison Terms/Region I (Northern/Central California Counties; Trinity, Siskiyou, Modoc, Shasta, Lassen & Plumas): Permanent, full time, in-grade, lateral transfer, list, or reinstatement. Lateral transfers will be considered from candidates currently at the CCI, or equivalent peace officer classification. Under the supervision of the Correctional Counselor II Supervisor, the Correctional Counselor I is responsible for providing hearing security and the coordination of parole revocation proceedings that occur at Decentralized Revocation Units (DRUs) as well as county jails and other facilities where Board of Prison Terms does not have contracts with local authorities to provide peace officer hearing security. Incumbents must be willing to incur some overnight travel to meet the needs of the Board of Prison Terms. Incumbents are required to meet and maintain all requirements mandated by the California Commission on Peace Officers' Standards and Training. Desirable qualifications: Flexible and independent worker, strong working knowledge of the revocation process and due process rights. Well developed oral and written communication skills and strong interpersonal skills. Strong ability to cultivate effective working relationships with others. Good computer skills. Sensitivity to persons with disabilities. Ability and willingness to travel overnight. **All applications must indicate civil service classification, not working titles. All CDC applicants must have completed 24 months of service in the apprenticeship program. Must be PC 832 & PC 832 Firearms certified.** Top candidates may be interviewed. Submit app. and résumé to Bonnie Swaim, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95834, (916) 323-0944, Until Filled.

CORRECTIONAL COUNSELOR I

(3 Positions) Board of Prison Terms/Region 4 (San Diego, San Bernardino, Orange, and Riverside counties): Permanent, full time, in-grade, lateral transfer, list, or reinstatement. Lateral transfers will be considered from candidates currently at the CCI, or equivalent peace officer classification. Under the supervision of the Correctional Counselor II Supervisor, the Correctional Counselor I is responsible for providing hearing security and the coordination of parole revocation proceedings that occur at Decentralized Revocation Units (DRUs) as well as county jails and other facilities where Board of Prison Terms does not have contracts with local authorities to provide peace officer hearing security. Incumbents must be willing to incur some overnight travel to meet the needs of the Board of Prison Terms. Incumbents are required to meet and maintain all requirements mandated by the California Commission on Peace Officers' Standards and Training. Desirable qualifications: Flexible and independent worker, strong working knowledge of the revocation process and due process rights. Well developed oral and written communication skills and strong interpersonal skills. Strong ability to cultivate effective working relationships with others. Good computer skills. Sensitivity to persons with disabilities. Ability and willingness to travel overnight. **All applications must indicate civil service classification, not working titles. All CDC applicants must have completed 24 months of service in the apprenticeship program. Must be PC 832 & PC 832 Firearms certified.** Top candidates may be interviewed. Submit app. and résumé to Richard Jallins, Board of Prison Terms/Parole Headquarters, 21015 Pathfinder Road, Ste 200, Diamond Bar, CA 91765, (909) 468-2361, Until Filled.

OFFICE SERVICES MANAGER I

Board of Prison Terms/Positions are located in Decentralized Revocation Units (DRUs) located in the following areas: San Quentin State Prison (Marin), Alameda County Jail (Santa Rita/Dublin), Deuel Vocational Institution (San Joaquin), Central California Women's Facility (Madera), Valley State Prison for Women (Madera), High Desert State Prison (Lassen), Rio Consumnes Correctional Center (Sacramento), Pitchess (Los Angeles), Los Angeles County Jail (Main), California Institution for Men (Riverside), California Institution for Woman (Riverside), North Kern State Prison (Kern), Wasco State Prison (Kern), and RJ Donovan Correctional Facility (San Diego). Permanent, full time, in-grade, lateral transfer, list, training & development, or reinstatement. Desirable Qualifications: Management team experience including demonstrated supervisory/managerial experience demonstrating leadership, creativity, flexibility, and sound judgment; Strong working knowledge of the revocation process; Ability to address a variety of challenges in a fast-paced and changing environment; Ability to cultivate effective working relationships with others; Well developed oral and written communication and strong interpersonal skills. Strong working knowledge of Microsoft Word, Excel, Power Point, Oracle and Access; Awareness of the organization, mission and values of the Board of Prison Terms. Must be able to respond to after hour scheduling changes and possible travel may be required. Please indicate your eligibility for this classification on the state application. **Please identify the job location(s) where you wish to be considered for employment. Incumbents with a list appointment to the following classes are encouraged to apply: Personnel Supervisor I & II, Senior Personnel Specialist, Institutional Personnel Officer I, Correctional Case Records Analyst, Administrative Assistant I, and Staff Services Analyst.** Top candidates may be interviewed. Submit app. and résumé to Sandra Maciel, Board of Prison Terms DRU Application, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 324-1931, Until Filled.

OFFICE SERVICES MANAGER II

Board of Prison Terms/Positions are located in the following Decentralized Revocation Units (DRUs) located in the following areas: Rio Cosumnes Correctional Center (Sacramento) or Los Angeles County Jail (Main). DRU Locations are located in the

following areas: San Quentin State Prison (Marin), Alameda County Jail (Santa Rita/Dublin), Deuel Vocational Institution (San Joaquin), Central California Women's Facility (Madera), Valley State Prison for Women (Madera), High Desert State Prison (Lassen), Rio Consumnes Correctional Center (Sacramento), Pitchess (Los Angeles), Los Angeles County Jail (Main), California Institution for Men (Riverside), California Institution for Women (Riverside), North Kern State Prison (Kern), Wasco State Prison (Kern), and RJ Donovan Correctional Facility (San Diego). Permanent, full time, in-grade, lateral transfer, list, training & development, or reinstatement. Desirable Qualifications: Strong leadership and management team experience including demonstrated supervisory/managerial experience, creativity, flexibility and sound judgment; Strong working knowledge of the revocation process; Ability to address a variety of challenges in a fast-paced and changing environment; Ability to cultivate effective working relationships with others; Well developed oral and written communication and strong interpersonal skills. Ability to work within correctional institutions and willing to travel overnight is a requirement of the position. Top candidates may be interviewed. Please indicate your eligibility for this classification on the state application. **Please identify the job location(s) where you wish to be considered for employment. Incumbents with a list appointment to the following classes are encouraged to apply: Associate Governmental Program Analyst, Administrative Assistant II, and Institutional Personnel Officer II.** Top candidates may be interviewed. Submit app. and résumé to Sandra Maciel, Board of Prison Terms DRU Application, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 324-1931, Until Filled.

OFFICE TECHNICIAN (T)

Board of Prison Terms/Administrative Services: Permanent, full time, in-grade, lateral transfer, list, or reinstatement. Acts as liaison in personnel transactions; coordinates submission of hiring and other position action packages, including advertisement of vacant positions and obtaining certification lists. Responsible for coordination of accurate and timely monthly submission of attendance records. Coordinates annual TB screening renewals for existing staff, as well as for new staff when required. Coordinates timely submission of annual Individual Development Plans and probationary reports. Processes out-of-class pay request packages. Receives and screens incoming visitors, telephone calls and correspondence. Sorts and distributes incoming mail to appropriate division staff. Where appropriate, refers to other staff members or personally responds to inquiries regarding established policies and practices. Arranges appointments and meetings for supervisors. Manipulates personal computer software applications to type various correspondence, memoranda, bulletins, reports, forms and charts. Coordinates records management program; conducts research into records retention requirements. Top candidates may be interviewed. Submit app. and résumé to Raquel Lothridge, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 445-5266, by Until Filled.

OFFICE TECHNICIAN (T)

Board of Prison Terms/Positions are located in the following Decentralized Revocation Units (DRUs) located in the following areas: San Quentin State Prison (Marin), Alameda County Jail (Santa Rita/Dublin), Deuel Vocational Institution (San Joaquin), Central California Women's Facility (Madera), Valley State Prison for Women (Madera), High Desert State Prison (Lassen), Rio Consumnes Correctional Center (Sacramento), Pitchess (Los Angeles), Los Angeles County Jail (Main), California Institution for Men (Riverside), California Institution for Women (Riverside), North Kern State Prison (Kern), Wasco State Prison (Kern), and RJ Donovan Correctional Facility (San Diego). Permanent, full time, in-grade, lateral transfer, list, training & development, or reinstatement. Desirable Qualifications: Ability to address a variety of challenges in a fast-paced and changing environment; Ability to cultivate effective working relationships with others; Developed oral and written communication and interpersonal skills; Knowledge of Microsoft Word, Excel, Power Point, Oracle and Access; Experience demonstrating creativity, flexibility, and sound judgment; Awareness of the organization, mission and values of the Board of Prison Terms; Working knowledge of the Revocation Process; Ability to work within correctional institutions. Some travel may be required. Please indicate your eligibility for this classification on the state application. **Please identify the job location(s) where you wish to be considered for employment. Current Office Technicians are encouraged to apply.** Top candidates may be interviewed. Submit app. and résumé to Sandra Maciel, Board of Prison Terms DRU Application, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 324-1931, Until Filled.

PROGRAM TECHNICIAN III

Board of Prison Terms/Positions are located in the following Decentralized Revocation Units (DRUs) located in the following areas: San Quentin State Prison (Marin), Alameda County Jail (Santa Rita/Dublin), Deuel Vocational Institution (San Joaquin), Central California Women's Facility (Madera), Valley State Prison for Women (Madera), High Desert State Prison (Lassen), Rio Consummes Correctional Center (Sacramento), Pitchess (Los Angeles), Los Angeles County Jail (Main), California Institution for Men (Riverside), California Institution for Women (Riverside), North Kern State Prison (Kern), Wasco State Prison (Kern), and RJ Donovan Correctional Facility (San Diego). Permanent, full time, in-grade, lateral transfer, list, training & development, or reinstatement. Desirable Qualifications: Ability to address a variety of challenges in a fast-paced and changing environment; ability to cultivate effective working relationships with others; strong working knowledge of the revocation process; well developed oral and written communication and strong interpersonal skills; knowledge of Microsoft Word, Excel, Power Point, Oracle and Access; experience demonstrating creativity, flexibility, and sound judgment; awareness of the organization, mission and values of the Board of Prison Terms. Must be able to respond to after hour scheduling changes and possible travel may be required. Please indicate your eligibility for this classification on the state application. **Please identify the job location(s) where you wish to be considered for employment. Current Program Technician IIIs and Office Technicians are encouraged to apply.** Submit app and résumé to Sandra Maciel, Board of Prison Terms DRU Application, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 324-1931, Until Filled.

STAFF COUNSEL

Board of Prison Terms/Legal Division: Limited Term-12 months, full time, in-grade, lateral transfer, list, or reinstatement. Under the direction of the Chief Counsel, the Staff Counsel provides advice and opinions to management and staff at the Board of Prison Terms (Board) on legal matters affecting Board policies and operations in relation to plaintiff's monitoring of parole proceedings specified in the Valdivia Remedial Plan (VRP). This includes monitoring compliance with any court order or post trial discovery order. Position requires up to 30% travel. Top candidates may be interviewed. Submit app. and résumé to Alice Crimmins, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 445-4674, Until Filled.

STAFF SERVICES ANALYST/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Board of Prison Terms/Fiscal/Business Services: Permanent, full time, in-grade, lateral transfer, list, or reinstatement. Assists in preparing the BPT's annual budget, including preparation of the Governor's Budget display and all related supplementary spreadsheets and schedules. Coordinates and assists in the preparation of the budget change proposals and maintains up-to-date spreadsheets of current and pending budget estimates. Assists with preparation of major BPT expenditures for conformance to budgeted program levels; prepares fiscal analyses of proposed and active legislation. Assists with preparing monthly projections and year-end expenditures. Prepares charts detailing prior and current year expenditure trends; works with various agencies in compiling this information. Works on special projects as assigned to include, but not limited to, preparing packages for position establishment e.g., duty statement, justification, and organization chart development; management of position control/monitoring. Top candidates may be interviewed. Submit app. and résumé to Raquel Lothridge, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 445-5266, Until Filled.

STAFF SERVICES MANAGER I

Board of Prison Terms/Fiscal/Business Services: Permanent, full time, in-grade, lateral transfer, list, or reinstatement. Desirable qualifications: Strong Budgets, Fiscal and Administrative Background. Top candidates may be interviewed. Submit app. and résumé to Raquel Lothridge, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 445-5266, by Until Filled.

TRAINING OFFICER I

Board of Prison Terms/Training Unit: Limited Term-12 months, full time, in-grade, lateral transfer, list, training & development, or reinstatement. Under the general direction of the Chief of the Investigations Division, the Training Officer I (TOI) is a working Lead responsible for the management, design, development, and coordination of comprehensive training programs for a newly established training unit. Training programs include management, supervisory, professional and technical training, and specialized training for various civil service classes including sworn peace officers. Knowledge of laws and procedures relating to training; ability to work a variety of challenges. Well-developed oral and written skills and ability to cultivate working relationships with others. Knowledge of computer software for presentations is a must. Top candidates may be interviewed. Submit app. and résumé to Toni Pacheco, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 327-1095, by Until Filled.